#### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 **Notice AS-2266** 

For: FSA Offices

Vehicle Allocation Methodology (VAM)

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Approved by: Deputy Administrator for Management

#### 1 Overview

#### A Background

On May 24, 2011, the President issued Presidential Memorandum-Federal Fleet Performance. In the memorandum the President states that the Federal Government owes "a responsibility to American citizens to lead by example and contribute to meeting our national goals of reducing oil imports by one-third by 2025 and putting one million advanced vehicles on the road by 2015."

The President directed the General Services Administration (GSA) to develop and distribute to agencies a Vehicle Allocation Methodology (VAM) in order to determine the optimal fleet inventory to meet the agency's mission requirements and identify resources necessary to operate those fleets effectively and efficiently. By adhering to this guidance the Farm Service Agency (FSA) will ensure compliance with the Presidential Memorandum, eliminate unnecessary or non-essential vehicles from FSA's domestic, light duty fleet inventory, and promote the cost-effectiveness of maintaining the fleet throughout the lifecycle.

#### **B** Purpose

This notice provides actions that are required for developing FSA's VAM procedures and provides guidance to the state and county office's fleet managers on how to submit their vehicle data to the Management Services Division (MSD).

Disposal Date	Distribution
December 1, 2014	All FSA Offices; State Offices relay to County Offices

#### 2 VAM Procedures

### **A** Achieving Required Actions

In accordance with GSA Bulletin FMR B-30, Motor Vehicle Management, the VAM will ensure a Federal fleet that is comprised of smaller, more efficient, less greenhouse gas emitting vehicles that operate primarily on alternative fuels. FSA will achieve the actions that are required by:

- identifying the optimal fleet inventory that is most efficient to meet the mission needs and by identifying the resources necessary to operate the FSA fleet effectively and efficiently, and
- reporting FSA's VAM results to USDA's department of personal property management.

The VAM will provide FSA's fleet managers a standard way to ensure that each vehicle in the fleet is correctly sized and is appropriate for accomplishing FSA's missions. The VAM will cover FSA's entire fleet within the United States and Guam, and shall encompass all vehicle types.

#### **B** Developing FSA's VAM Procedures

FSA's VAM's must encompass the following steps.

Step	Action
1	Evaluate the current fleet profile that tracks vehicles individually.
2	Evaluate the current vehicle utilization criteria to justify mission essential vehicles.
3	Conduct a utilization survey.
4	Determine the optimal fleet inventory.
5	Review and update bi-annually and submit to MSD by May 1 and November 1 each
	year.
	<b>Notes:</b> Previous VAM submissions for FY 2014 target need to be revalidated and adjusted if there are changes for FY 2015 and FY 2016.
	FY 2017 target numbers need to be added.

## **2** VAM Procedures (Continued)

## **B** Developing FSA's VAM Procedures (Continued)

Fleet managers will provide their data to the VAM Report as follows.

Step	Action
1	Provide data to establish a fleet inventory profile for FSA's Optimal Fleet
	Attainment Plan (Exhibit 1). This requirement is a detailed inventory of each state's
	fleet that describes each of their vehicles.
2	Develop vehicle utilization criteria that is specific and justifies mission essential
	vehicles. Provide the data on FSA-885, Vehicle Utilization Criteria, Exhibit 2.
3	Determine optimal fleet inventory using FSA-887, Optimal Fleet Inventory, Exhibit 3 to:
	Exhibit 5 to.
	• specifically identify vehicles that fall below the pre-established minimum utilization criteria by the vehicle identification number (VIN) and/or the license plate number and prepare a plan to dispose of or reassign those vehicles as needed,
	<ul> <li>create a list of vehicle types that are approved and provide the mission requirement of each vehicle,</li> </ul>
	• compare the existing fleet composition to include the mix of sedans, trucks, and SUV's, and provide their fuel efficiencies to the mission task needs,
	• identify vehicles that are mission essential regardless of utilization to determine if they are the most efficient vehicle type to serving the mission, and
	<b>Note:</b> If they are <b>not</b> the most efficient, then incorporate a reassignment into the MSD management plan.
	• evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.
4	Complete FSA-886, Vehicle Utilization Survey, Exhibit 4 with the vehicle users.
	FSA-886 is subjective information that provides invaluable insight to the objective
	criteria, for example, a fire truck has low usage because it is on standby, but it is
	necessary that it be available and prepared to respond to emergencies. Provide
	vehicle users' answers in FSA-886 for <b>each</b> vehicle.
5	Review and update the FSA VAM bi-annually or as mission needs change. MSD
	will create fleet policies that will include the VAM results and provide procedures for future adjustments to the fleet size.
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### **2** VAM Procedures (Continued)

### **B** Developing FSA's VAM Procedures (Continued)

The following table provides an example schedule for the bi-annual VAM.

		FY 2014	FY 2015	FY 2016	FY 2017	
Item	FY 2013	<b>Targets</b>	<b>Targets</b>	Targets	<b>Targets</b>	Remarks
Optimal Number in Fleet	700	700	700	700	700	
Disposal Plan	28	10	5	5	8	
Vehicle Purchase	0	10	15	10	0	
Requirements						
Number of gasoline vehicles	100	75	0	0	0	Reduced
in the fleet.						25 per FY.
Number of alternative fuel	628				700	
vehicles (AFV's) in the fleet.						

### C Key Dates

VAM reports are to be submitted by May 1, 2014, and November 1, 2014.

FSA's fleet management plan will include the results of the VAM and provide the following:

- MSD's schedule for achieving FSA's optimal fleet inventory, and
- the schedule for acquiring alternative fuel vehicles no later than **December 31, 2015**.

#### 3 References

#### A Notice References

The following provide references for this notice.

- Executive Order13514, "Comprehensive Federal Fleet Management Handbook",
- Executive Order 13514, "Strengthening Federal Environmental, Energy and Transportation Management",
- Motor vehicle management regulations at 41 CFR 102-34.50,
- GSA Bulletin FMR B-30, "Motor Vehicle Management",
- Energy Policy Act 42 USC §13201 et seq. (2005),

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## **3** References (Continued)

### **A** Notice References (Continued)

- Energy Independence and Security Act Public Law 110-140 (2007), and
- USDA Vehicle Allocation Methodology Procedures.

## **B** Contacts

For questions regarding this notice, contact either of the following:

- Robert Stanley by either of the following:
  - e-mail to robert.stanley@wdc.usda.gov, or
  - telephone at 202-701-5742
- Paige Haggins by either of the following:
  - e-mail to paige.haggins@wdc.usda.gov, or
  - telephone at 202-720-8729.

# FSA's Optimal Fleet Attainment Plan

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3016 Plan  Aperty owned  Agency owned  Commissional Fuel Validate  Assertation Fuel Validate  Assertation Fuel Validate  Assertation Fuel Validate  Commissional Fuel Validate  Assertation Fuel Validate  Assertation Fuel Validate  Assertation Fuel Validate  Assertation Fuel Validate  Commissional Fuel Validate  C	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2016 Plan  Accompanies  Accompanies  Conventional Fuel Validate  Alternative Fuel Validate  Conventional Fuel Validate  Alternative Fuel Validate  Fuel Validate  Fuel Validate  Conventional Fuel Validate  Fuel Validate  Fuel Validate  Conventional Fuel Validate  Alternative F	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

## FSA-885, Vehicle Utilization Criteria

This form is available electronically.									
FSA-885	U.S. DEPARTMENT			Fiscal Year					
(02-01-12)	2-01-12) Farm Service Agency								
	VEHICLE UTILIZA	TION CRITERIA							
		• • • • • • • • • • • • • • • • • • • •							
This form develop vehicle utilization criteria to	iustify mission essential	vehicles. These criteria	must be specific and	mission essential that					
leads to the most efficient usage of vehicles. If provides an explanation for the data in the VAI	Provide the data for each	vehicle in the Vehicle U	tilization Criteria (FSA	A-885). The data					
State/County Office		Vehicle Identification							
Objective Criteria Description (Enter Require	ed Input Data)	I							
4. Mission	T/								
Historical/Expected miles of Use	Historical/Expected H	ours of Use	7. Ratio of Employee	to Vehicle					
Frequency of Trips Per Vehicle	Vehicle Functions		10. Operation Terrain						
11. Climate	12. Vehicle Condition, A	ge, and Retention Cycle	13. Vehicle Down Tim	е					
AA Naadad Carra and/s B	45 Damie 15	Danasa Tin	40. Omenia	Facination Level (1771)					
14. Needed Cargo and/or Passenger Capacity	15. Required Employee	Response Times	16. Greenhouse Gas	Emission Level of Vehicle					
NOTE: These criteria must be specific.	1		I						
17. Prepared by				8. Date (MM-DD-YYYY)					
oparod by			'	(min DD-1111)					

## FSA-887, Optimal Fleet Inventory

OPTIMAL FLEET INVENTORY  State and County Offices (fleet managers) shall provide their input to Vehicle Allocation Methodology (VAM) to determine optimal fleet inventory.  State and County Offices (fleet managers) shall provide their input to Vehicle Allocation Methodology (VAM) to determine optimal fleet inventory.  State County Office 3. Vehicle Identification  Objective Criteria Description (Enter Required Input Data)  4. Specifically identify vehicles that fall below the pre-established minimum utilization criteria by Vehicle Identification Number and/or iccense tag number and dispose of or reassigned those vehicles as needed.  5. Create a list of vehicle types approved for each organization and mission requirement. The vehicles selected should be the most efficient as possible.  6. Compare existing fleet composition to mission task needs.  7. Identify vehicles that are mission essential regardless of utilization. Is the most efficient vehicle type currently serving that mission? If not, incorporate reassignment into the agency plan.  8. Evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.	This form is available electro			
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<ul> <li>7. Identify vehicles that are mission essential regardless of utilization. Is the most efficient vehicle type currently serving that mission? If not, incorporate reassignment into the agency plan.</li> <li>8. Evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.</li> <li>NOTE: These criteria must be specific.</li> </ul>	5. Create a list of vehicle type	s approved for each organization and n	nission requirement. The vehicles selected sho	uld be the most efficient as possible.
assignment into the agency plan.  8. Evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.  NOTE: These criteria must be specific.	Compare existing fleet com	position to mission task needs.		
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NOTE: These criteria must be specific.			. Is the most efficient vehicle type currently sen	ving that mission? If not, incorporate re-
·	8. Evaluate alternatives such	as public transportation, contract shuttle	e services, or rental vehicles.	
9. Prepared by 10. Date (MM-DD-YYYY)	NOTE: These criteria must be	specific.		
	9. Prepared by			10. Date (MM-DD-YYYY)

## FSA-886, Vehicle Utilization Survey

<b>FSA-886</b> (02-01-12)		TMENT OF AGRICULTURE rm Service Agency	1. Fiscal Year
	VEHICLE U	TILIZATION SURVEY	
insight to the objective criteria; for	example, a fire truck has low	e vehicle users. This survey is subjectiv utilization as it is on standby, but it is ne swers in the VAM Utilization Survey for	ecessary that it be available and
2. State/County Office		3. Vehicle Identification	
Objective Criteria Description (	Enter Required Input Data)		
<ol> <li>What tasks do you accomplish with</li> </ol>	the vehicle? Describe how thos	e tasks support the agency's mission.	
5. Does the vehicle need special equ	pment (aftermarket equipment no	ot standard to commercial vehicles and trucks	s) to accomplish the tasks?
6. How important is the vehicle to acc	complishing the mission? Describ	e critical need to the mission.	
7. How many people will be transport	ed per trip on a regular basis?		
8. How much and what type of cargo	will the vehicle haul on a regular l	pasis?	
9. Is the vehicle shared with other em	ployees or other agency organiza	ition.	
Is there access to alternative fuel fuel is available?	within 5 miles or 15 minutes of th	e vehicle's garaged location, and if so, where	is it located and what type of alternative
11. If the vehicle is an AFY, does it ha	ave an approved waiver from the	use of alternative fuel?	
12. What type of driving conditions wi	II the vehicle be in (exclusively or	a campus setting, city, highway, off road, wear	ther, etc.)?
Can the work be done via alternat offices/agencies, public transporta		e such as shuttle bus services, motor pool vel eeded, etc.?	hicles, sharing vehicles with other
NOTE TI III III III			
NOTE: These criteria must be specifi	C.		